



CITY OF COLUMBUS Examination Announcement

Application/Information, Sixth Floor, Room 600 614/645-8369
City of Columbus Job Line 614/645-7667
TDD 614/645-7303
Testing Center 614/645-7439

Application Office Hours:
Monday thru Friday
8:00 a.m. to 4:30 p.m.

Website Address: www.csc.cmhmetro.net

The City of Columbus is an Equal Opportunity Employer

CONTINUOUS OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT: The names of the applicants passing this administration of this exam will be **MERGED**, according to score, with the names of those applicants on the current eligible list. If your name already appears on the eligible list and you elect to take the exam this time, your current score **WILL BE REPLACED** with the results of this exam, **INCLUDING REMOVAL FROM THE LIST SHOULD YOU FAIL THIS ADMINISTRATION OF THE EXAM.** Questions regarding this process can be directed to the Applicant and Employees Services Unit at (614) 645-8369.

RECRUITMENT #: **02-3004-C2** **CLASS CODE: 3004**

CLASS TITLE: **POLICE COMMUNICATIONS TECHNICIAN**

FILING PERIOD: **Opening Date: Monday, September 23, 2002 at 8:00 a.m.**
 Closing Date: Friday, November 22, 2002 at 4:30 p.m.

The offices of the Civil Service Commission will be closed Monday, October 14, 2002 in observance of Columbus Day.

Applications may be filed **on-line** by visiting our website: www.csc.cmhmetro.net and **in person** or by mail to the Civil Service Commission located at 50 West Gay Street, Room 600.

Note: All visitors to the Beacon Building are required to produce a **picture ID**, verifying their identity, in order to visit the Commission offices.

Classification Information

Salary Range: 25-28 Pay Rate: \$15.25 - \$19.01

MINIMUM QUALIFICATIONS: Completion of the twelfth school grade. Substitution(s): A certificate of high school equivalence (GED) will be accepted in lieu of a high school diploma.

CLASS DEFINITION: Under general supervision, is responsible for receiving and evaluating incoming requests for emergency services (fire, police and medical) and dispatching police protection services; performs related duties as required.

EXAMPLES OF WORK: (A complete listing of examples of work for this classification can be found on the class specification, available on our website: www.csc.cmhmetro.net or at the Civil Service Commission located at 50 West Gay Street, Room 600).

VETERANS PREFERENCE: Veterans Preference Credit is only applicable to open competitive examinations. An original DD-214, or other **original** and comparable document, showing **branch of service, length of active service and character of discharge** must be on file with or submitted to the Commission no later than the final day of testing in order to receive consideration for this credit.

Please see reverse side for more information

Examination Information

Certification Process: Ten-point Fixed Band

Test Location: 50 W. Gay St., Room 501

The examination process will consist of a computerized exam weighted at 100% covering the following areas:

- **Data Entry**
- **Call Summarization**
- **Memory Recall Alpha/Numeric**
- **Decision Making**
- **Cross Referencing**
- **Prioritization**

Note: Applicants must complete all phases of the testing process in order to receive a final score.

Weekday Test Sessions				Saturday Sessions
1 st Session	2 nd Session	3 rd Session	4 th Session	<i>October 5</i> <i>November 2</i> <i>November 23</i> <i>December 7</i>
<i>October 7 – 10</i>	<i>October 28 – November 1</i>	<i>November 18 – November 22</i>	<i>December 2 - 6</i>	
8:30 a.m.	8:30 a.m.	8:30 a.m.	8:30 a.m.	7:30 a.m.
10:30 a.m.	10:30 a.m.	10:30 a.m.	10:30 a.m.	9:00 a.m.
1:00 p.m.	1:00 p.m.	1:00 p.m.	1:00 p.m.	10:30 a.m.
3:00 p.m.	3:00 p.m.	3:00 p.m.	3:00 p.m.	12:30 p.m.
				2:00 p.m.

Candidates can schedule an examination date upon approval of their application. Notices will be mailed once your application has been approved. Please have your preferred exam date in mind prior to contacting our office. Candidates must bring a picture ID and approval notice to the testing office on the day of their scheduled exam.

If you were eligible to take the most recent exam administration but did not show for the exam, you must apply again to be reconsidered.

If you have taken the exam within the last 12 months, please see the policy on retesting available in room 501 of the Commission office.

NOTES TO APPLICANTS

BACKGROUND INVESTIGATION: Candidates are required to complete a personal history questionnaire and a polygraph examination. Background investigations will be conducted regarding the applicant's work history, police records and educational background.

PRE-EMPLOYMENT DRUG SCREENING: As part of the City of Columbus' employment procedures and desire for a drug free work place, applicants will be required to undergo a pre-employment drug screening that is conducted by a vendor designated by the City. Any offer of employment that an applicant receives from the City is contingent upon satisfactory completion of this screening. Positive results are considered public under law, and applicants testing positive will be removed from consideration for employment with the City for a period of at least twelve (12) months.

RESIDENCY REQUIREMENT: Unless otherwise specifically provided by the Charter, all employees shall at all times, during their employment, maintain their residence within the boundary lines of Franklin County or one of its six (6) contiguous counties.

QUESTIONS OR SPECIAL ACCOMMODATIONS: If you have a disability or physical condition and would like to request special testing accommodations, please contact Barb Hutton at (614) 645-7409 before taking any phase of the exam. It is your responsibility to contact the individual listed above before taking any phase of the exam so that the Commission has ample time to review your request and, if granted, make any necessary arrangements.

IF YOU CHANGE YOUR NAME OR ADDRESS at any point in the selection processing or during the life of the eligible list, **YOU MUST NOTIFY THE CIVIL SERVICE COMMISSION IN WRITING OF THE CHANGE.** Failure to notify the Commission may result in disqualification from the selection process.